

KEYNSHAM TOWN COUNCIL

Minutes of the Town Council meeting held on Tuesday 19th March 2019 at 7.30 pm at
The Space, Market Walk, Keynsham.

PRESENT: Councillors K Baker, D Brassington, J Cron, A Crouch, C Duckett, B Elcome (Vice- Chairman), C Fricker (Chairman), H MacFie, L O'Brien and B Simmons.

IN ATTENDANCE: Cheryl Scott – Town Clerk, Cllr Gerrish (B&NES Ward Councillor) and 6 members of the Public.

303. APOLOGIES FOR ABSENCE

Apologies were received from Councillors M Blankley, S Edwards, K Simmons and A Sinclair.

304. DECLARATIONS OF INTEREST

There were none.

305. DISPENSATIONS

There were none.

306. RECORD OF PREVIOUS MEETINGS

RESOLVED:

- (i) That the Minutes of the meeting of the previous Town Council meeting held on 19 February 2019 (previously circulated) be confirmed as a true record and signed by the Chairman.
- (ii) That the recording of the above meeting be preserved.

307. PUBLIC PARTICIPATION

There was none

308. CHAIRMAN'S ANNOUNCEMENTS

The Chairman reported on the two public meetings held: one on the plans to expand Bristol Airport and the other on the West of England Joint Local Transport Plan (4) Consultation.

309. QUESTIONS ON NOTICE BY MEMBERS

- a) Cllr O'Brien asked the Chairman and Councillors to consider the matter of the timely receipt of Council papers. During the last term of Council it was routine for Council agenda and accompanying papers to be available the statutory 7 days before the meeting. Many then went into the Council office to collect them by hand. Current practice seems to be that only the agenda is emailed out and all other

documentation is sent first class (£1.97 last weekend) and received on the Saturday before the meeting allowing little time for proper examination.

She asked for the current practice to be reviewed to lessen postal costs and provide Councillors adequate time to peruse the papers.

- b) The Clerk was invited to comment and advised that there was no statutory requirements for Agendas and reports to be sent out 7 days in advance. The only statutory requirement was for the meeting to be publicised 3 clear days in advance of the date of the meeting. The matter related to staff capacity and was therefore a matter for Personnel Committee and she was not prepared to comment further.
- c) The Chairman invited comments from Councillors. Cllr Crouch felt it was inappropriate to continue the discussion as firstly, the matter was not on the Agenda, secondly it required further scrutiny in view of the staff implications and agreed with the Clerk that it should be referred to Personnel Committee.
- d) A motion was proposed to refer the matter to Personnel Committee and the motion was carried unanimously.

310. KEYNSHAMNOW

Danni Phillips presented the report from KeynshamNow.

- a) Fiona and Clare addressed the last meeting on plastic and making a model out of plastic and conducting a plastic attack was discussed. A further sub meeting was being held on the subject on 10th April.
- b) Opinions were sought on what should now happen about BREXIT. Four voted No Deal, two didn't know, two wanted a second referendum and six wanted to cancel Brexit.
- c) The Members had confirmed to CLIC that they were this year's nominated charity. It was planned to hold a hula hooping competition at the Music Festival with a ten minute maximum. Those who lasted the 10 minute would be entered for a raffle.
- d) Keynsham Now were involved in the design of a new SafeB&NES website aiming to provide sexual health and wellbeing advice to young people under the age of 25
- e) A report was received from those who gave a talk about bullying to Broadlands Years 9 and 10 assemblies.
- f) The pending B&NES and Town Council elections were discussed.
- g) The knife crime incident in Warwick Road was discussed.
- h) Jasmin has won B&NES Best Young Star Award.

The Chairman thanked Danni for her report.

RESOLVED:

To note the report.

311. REPORT FROM B&NES COUNCILLOR(S)

(a) Cllr O'Brien reported that:

- (i) She had written to Jacob Rees Mogg in respect of calling in the Plans to expand Bristol Airport and had received a response that he had made representation to the Secretary of State of MHCLG
 - (ii) B&NES Council meeting had passed three motions, one on period poverty, one on declaring a climate emergency and joining the UK100 club and finally one on single use plastics and work with the Community to ensure that B&NES is able to meet the requirements to qualify for the Surfers Against Sewage Plastic Free Community Award by April 2020
- (b) Cllr Gerrish reported that B&ES had reconsidered the Clean Air Zone proposals following the public consultation. Revised calculation now showed that the clean air

zone requirements could be achieved by 2020 without having to charge cars to enter the zone with the introduction of new proposals for traffic management in Queen Square

- (c) Members brought to Cllr Gerrish's attention the fact that the pedestrian lights in Temple Street and Rock Road were no longer properly phased and there were concerns expressed about the build up of traffic and air pollution on Bath Hill.

312. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Cllr Duckett mentioned the Twinning Association were holding a quiz at Broadlands Academy on 22nd March with a fish and chips supper and regretted the fact that there was no Town Council team.

313. MINUTES OF MEETINGS

<u>Committee Meeting</u>	<u>Date (2018/19)</u>	<u>Status</u>
Planning & Development Cttee.	18 February	DRAFT
Grants Ctee	5 March	DRAFT
Finance & Policy Cttee.	12 March	DRAFT
Allotments Cttee.	14 March	DRAFT

RESOLVED:

That the Minutes of the above meetings are received and noted.

314. APPROVAL OF COMMITTEE RECOMMENDATIONS

The Finance & Policy recommendations were considered in turn.

(a) Minute 104 – GWR POSTERS

The Chairman of the Arts Joint Committee felt that sales and marketing was not the remit of the Arts Joint Committee and asked for references to these activities to be removed from the recommendation.

RESOLVED:

- (i) That the selling price for the individual poster concerned should be £75.00 inc VAT
- (ii) That the net profit (rather than sales revenue) be allocated to GWR Ear-marked Reserves.
- (iii) That the general proposal of producing GWR posters be referred back to Arts Joint Committee to provide a detailed strategy on how posters would be selected for content; determination of numbers to be reproduced; identification of suitable marketing outlets and allocation of responsibilities/methods for subsequent marketing and sales activity.

(b) Minute 108 - INTERNAL AUDIT SPECIFICATION

RESOLVED:

To approve the Internal Audit Specification.

(c) Minute 110 – CHECKLIST FOR INTERNAL CONTROL

RESOLVED:

To approve the Checklist for Internal Control

(d) Minute 111 - ANNUAL RISK ASSESSMENT TEMPLATE

RESOLVED:

- (i) To approve the proposed additions to the Risk Management Assessment Template as follows:-
 - a. Youth Service: risks include Safeguarding/DBS checks
 - b. Cemetery: risks – e.g. monument testing/tree instability/driveway collapse/
 - c. Football/Manor Rd Risks e.g. Legionnaires Disease/vandalism prevention
 - d. Play Areas: Injury (play inspection records are key)
 - e. Town Council events (such as Winter Festival) which includes the Event Safety Plan
 - f. Publications and Social Media – includes for libel/slander and GDPR
 - g. Council vehicles should also include for the compulsory insurance required under the Road Traffic Act and breakdown cover/annual MOT etc. Checks for licence endorsements are conducted on an annual basis.
- (ii) To approve the draft Risk Management Strategy.

315. EXECUTION OF DEED OF VARIATION (TEMPLE STREET LEASE) - AFFIXING OF THE COMMON SEAL

RESOLVED:

- (i) To execute the Deed of Variation and instruct the Clerk to affix the Common Seal of the Town Council
- (ii) That the Chairman and Vice-Chairman of Council act as witnesses

316. REACHING COMMUNITIES – PROPOSAL FROM COMMUNITY AT 67

- (a) Community at 67 requested support from the Town Council towards a co-ordinated bid to the Reaching Communities Big Lottery Fun. This included £750 for the cost of facilitation of an initial stakeholder conference by someone who has experience in Lottery Bids of this nature, data from the NDP community consultation in support of the Bid and assistance from the Town Council in respect of planning the conference and developing the bid.
- (b) Members expressed their support for the endeavour but were concerned about making any commitment to staff resources as the Clerk informed the Council that there was no spare staff capacity available at the moment to provide more than some assistance with publicity. Members also felt that the Council should focus its resources on completing existing projects such as the NDP rather than starting new ones.

- (c) It was proposed that the Council offer £500 towards the cost of the facilitator but the rest of the support be deferred for consideration at a later date.
- (d) An amendment was proposed that the amount should be £750.00 which was DEFEATED

RESOLVED:

That £500 be awarded towards the cost of a Facilitator and the matter of resource support be deferred until a later date.

317. DIRECT DEBITS

RESOLVED:

To agree the setting up for Direct Debits for the regular monthly payments to

- (i) Haven Power (electricity supply to Burnett, Manor Rd, Chapel and Offices)
- (ii) SoVision (Software provision and IT support)

318. VARIATION TO CLEANING CONTRACT

RESOLVED:

To amend the contract with Acorn Cleaning to include for cleaning of the Temple Street Offices

319. KEYNSHAM PUBLIC REALM IMPROVEMENTS – UPDATE

RESOLVED:

To note the report

320. CYBER SECURITY, COUNCILLORS EMAILS AND TABLETS

(a) One Member spoke against the proposal,. They felt that the number of occasions of Councillors sharing personal details from their personal account to the Town Council staff were infrequent and from their discussions with B&NES officers not all Councils gave their Councillors tablets.

The Member had reservations about the advice provided and the level of support that could be offered by the IT company concerned. They accessed their emails from their personal phone so therefore their personal phone would also come under Town Council control. Finally, it was not fair that an outgoing Council should commit to unbudgeted expenditure on behalf of the new Council to deal with.

A Member of the Finance Committee objected in the strongest possible terms to the actions of the previous Member in discussing Town Council business with B&NES officers.

The Chairman of the Finance Committee explained the reasons behind the recommendation and pointed out that this was a forward looking recommendation to mitigate future risk to the Town Council.

RESOLVED:

To defer the matter in order that it can be considered by the new Council.

321. FEES AND CHARGES 2019/2020

RESOLVED:

To APPROVE the recommendations from Finance & Policy Committee in respect of the fees and charges to be set for the financial year starting 1st April 2019 for the following:

- a) Cemetery
- b) Multi-Use Games Area in Memorial Park
- c) Manor Road Football Pitches

322. DRAFT 2018/2019 ANNUAL REPORT

One amendment was proposed to add the Ward to one of the Councillors.

RESOLVED:

To approve the 2018/19 Annual Report as amended for presentation to the Annual Town Meeting on 25th April 2019.

CONSULTATIONS

323. WECA - JOINT LOCAL TRANSPORT PLAN 4 CONSULTATION

RESOLVED:

To submit the response prepared by Planning & Development Committee

FINANCE

324. SCHEDULE OF INVOICES DUE FOR PAYMENT

RESOLVED:

That the Schedule of Invoices attached to the agenda be approved for payment.

325. FINANCE MONTHLY REPORTS

- (a) Schedule of Expenditure – Month 11
- (b) Bank Reconciliation – Month 11
- (c) Petty Cash Expenditure – Month 11
- (d) Journals – as listed on Agenda.
- (e) Budget Monitoring Report – Month 11
- (f) Youth Finances – Month 11

RESOLVED:

That the above reports are approved en bloc.

326. UPDATE ON YOUTH SERVICE AND TIMEOUT ATTENDANCE COMPARISON FEBUARY 2019 /FEBUARY 2018

RESOLVED:

That the attached report and monthly comparison be received and noted.

327. DELEGATED ACTIONS SINCE LAST MEETING

- (i) The Clerk has raised a purchase order for the Company who clean Manor Road to also clean the Town Council office until the end of March at a quoted cost of £29.00 per week (saving £8.50 per week)..

RESOLVED:
To ratify the delegated actions.

328. CORRESPONDENCE ITEMS (REDACTED)

Parish Council's Airport Association – response to JLTP4 consultation

RESOLVED:
To note the correspondence.

329. DATE OF NEXT MEETING

RESOLVED:
To note that the scheduled date for the Town Council's next meeting is Tuesday 16 April 2019 at 7.30pm in The Space, Market Walk, Keynsham.

330. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:
To suspend Standing Order 77; That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted.

Items 29 (Staffing) & 30 (Personal Details).

331. REQUEST FROM B&NES

RESOLVED:
To agree the request.

332. GOOD CITIZEN OF THE YEAR AWARDS

- RESOLVED:
- (i) That a Keynsham Good Citizen Lifetime Achievement Award be awarded to Erica Davies, founder (and Chief Womble) of Keynsham Wombles and for her dedication in keeping Keynsham litter-free.
 - (ii) That the Keynsham Good Citizen (2018/19) Award be awarded to Mr Richard Dyson from the Keynsham & Salford Local History Society for his role in the 1968 Flood Commemorations and reinstatement of the County Stone in the Memorial Park

The meeting finished at 21.06 p.m.

SIGNED:..... (Chairman) Dated: